EXTERNAL INFORMATION SECURITY PROCEDURE

Purpose: Establish appropriate use requirements when information is processed in external business centers or facilities.

When College employees use external business center facilities for processing college information (i.e., information that is not confidential), they shall:

- Refrain from using auto-save features on the facility's equipment and delete, prior to leaving the facility, any files that were temporarily saved to the hard disk of the equipment they were using.

- Clear history and cache memory and delete cookies prior to leaving the facility.

- Never leave the computer on which they are working unattended.

- Clear the facility's printer(s) of all documents they have printed.